

## *Office of Security*

# *Trends and Highlights*

JUNE

1974

P M

DIRECTORATE

Administrative - Internal Use Only

INFORMATION SYSTEMS SECURITY GROUP

SUMMARY REPORT - June 1974

HIGHLIGHTS

1. Members of the Information Systems Security Group lectured on topics relating to Computer Security during sessions of the Computer Security seminar which began 10 June 1974.
2. The report on the Security Analysis Test and Evaluation of the Office of Joint Computer Support 67-1 Interactive Computer System was signed by the Director of Security on 28 June.
3. The final report of this contractor effort on security requirements for the Mass Storage System (ORACLE) was received from the [REDACTED]. A copy has been sent to the Office of Joint Computer Support for their information.
4. An IBM 370/145 computer used by the Office of Research and Development was sanitized utilizing the Information Systems Security Group Core Overwrite Program. The device was scheduled for return to the International Business Machines Corporation.
5. A member of the Policy Branch resigned effective 28 June to accept a position as Physical Security Officer, Department of Justice.
6. A projection of the Office of Security needs in the field of ADP resources for FY-1975 was completed and forwarded to the DDM&S Plans Staff.

STATINTL

ANALYSIS

As predicted, the case load began its return to a more normal state. Restaffing of the Policy Branch has begun and hopefully will be completed by mid-August. Training of the personnel involved will be staggered so as to have sufficient resources available to meet requirements levied on the group.

Administrative - Internal Use Only

## Administrative - Internal Use Only

TRENDS

Using the completion of the Office of Joint Computer Support 67-1 report as a base, members of the Group will have increasing involvement with representatives of the Office of Joint Computer Support. Effort will be made to identify and take corrective action on processing security problems within the Office of Joint Computer Support requiring Office of Security support.

STATISTICS

Cases pending 31 May	.....	33
Cases opened during June	.....	46
Cases closed during June	.....	42
Cases pending 30 June	.....	37

ADMINISTRATIVE - INTERNAL USE ONLY

PLANS, PROGRAMS AND ADMINISTRATION DIVISION

Trends and Highlights

June 1974

1. An Office of Security Policy Review Conference was held on 21, 22 June 1974 at the [REDACTED] Preparatory work in support of the agenda was handled by the Plans, Programs Branch. The conference was attended by the senior managerial level of the Office. The primary objective of the conference was to initiate an overall review of Office policies, procedures and programs. STATINTL

2. It is estimated that the final FY 1974 obligations of the Office will be 99.6% of its allocation.

3. Seventeen Summer-Only employees entered on duty with the Office of Security during May and June. The dispersion of these employees within the Office is as follows:

Headquarters Security Branch	
Safe Crew	6
Badge Office	3
External Activities Branch	3
Overseas Security Branch	1
Technical Security Division	2
[REDACTED]	2

STATINTL

4. The shortage of clerical employees in the Office totaled 16 as of 30 June.

ADMINISTRATIVE - INTERNAL USE ONLY


~~ADMINISTRATIVE-INTERNAL USE ONLY~~

3 JUL 1974

MEMORANDUM FOR: Deputy Director of Security (P&M)

SUBJECT : SRD Productivity Data

1. Attached is a copy of the SRD Statistical Report covering Fiscal Year 1974.
2. A comparison of the FY 1974 statistics with FY 1973 reveals a minor decrease in Communications activities. The number of cases processed shows a decline of 2530 cases and this has had a significant effect on Information Processing activities where there has been more than a 26% decrease in units produced.
3. A substantial decrease took place in Filing activities, however, considering the man-years assigned (14 in FY 1973 as opposed to 12 in FY 1974) we produced more units per assigned man-year.
4. Minor increases appeared in Case Analysis, File Retirement and Outside Agency Name Check activities. Briefings and debriefings conducted by the Compartmented Information Branch also showed a slight increase.
5. Notable increases occurred in the Indices, Computer Support, Microfiche and Compartmented Information activities. While the increase in Indices activities is attributable to the purging of large groups of names, other increases indicate a real growth in the work produced.
6. If the units utilized for measurement are taken as a whole, this Fiscal Year saw an increase of 21.4% over Fiscal Year 1973.

  
Chief,  
Security Records Division

STATINTL

Attachment

cc: C/PPB

~~ADMINISTRATIVE-INTERNAL USE ONLY~~

ADMINISTRATIVE INTERNAL USE ONLY

Security Records Division

WORK MEASUREMENT STATISTICS - FY 1974

BRIEF ACTIVITY DESCRIPTION	BASE UNITS	Cumulative Through June 1973		Cumulative Through June 1974		Unit Trend. Up or Down.
		Units Produced	Man-years Assigned	Units Produced	Man-years Assigned	
1. Case Processing.	1. Cases opened based on requests for a security clearance. STATINTL	28873	10	26345	11	Down 2530
2. Indices Activities.	2. Collective total of [REDACTED] searches, cards filed, [REDACTED] cards typed, cards purchased, security documents numbered.	187266	7	251820	7	Up 64554
3. Filing Activities.	3. Collective total of files requested, files pulled, folders filed, security documents filed, files recharged, PSU requests, scope searches. STATINTL	824312	14	710308	12	Down 114004
4. Computer Support Activities.	4. Collective total of [REDACTED] case searches, systems update transactions, CIB transactions, Miscellaneous Key punch Activity, 1050 Telecommunications transactions.	780471	10	969822	10	Up 189351
5. Communication Activities.	5. Collective total of teletype, dispatch, Agency cable and non-Agency cable traffic handled.	64649	3	63440	3	Down 1209
6. Case Analysis Activities.	6. Collective total of cases completed, case summaries prepared and reference material reviewed and summarized.	14324	5	15939	5	Up 1615

Approved For Release 2000/05/31 : CIA-RDP83B00823R000500080002-3

ADMINISTRATIVE-INTERNAL USE ONLY

Security Records Division

WORK MEASUREMENT STATISTICS - FY 1974

BRIEF ACTIVITY DESCRIPTION	BASE UNITS	Cumulative Through June 1973		Cumulative Through June 1974		Unit Trend. Up or Down.
		Units Produced	Man-years Assigned	Units Produced	Man-years Assigned	
7. Information Processing Division Check Activities.	7. Collective total of checks requested, references reviewed, summaries prepared, material furnished requestors and IPD checks levied on OS.	20596	2	15135	2	Down 5461
8. File Retirement Activities.	8. Collective total of files reviewed for retirement and microfiche	31624	3	32987	3	Up 1363
9. Microfiche Activities.	9. Collective total of pages prepared and files filmed.	98861	2	475009	9	Up 376148
10. Compartmented Information Activities - Recordkeeping.	10. Collective total of changes to master record, [REDACTED] and STATINTL cable actions.	406675	10	438973	10	Up 32298
11. Compartmented Information Activities - Briefings.	11. Briefings/debriefings conducted.	2440	1	2581	1	Up 141
12. Outside Agency Name Check Activity.	12. Collective total of completed requests for checks and supporting memoranda prepared in cases with positive results.	82432	4	85850	4	Up 3418
	CUMULATIVE TOTALS	2542525	71	3088209	77	Up 545684

Approved For Release 2000/05/31 : CIA-RDP83B00823R000500080002-3



SECRET

F2B62-19

3 JUL 1974

SPECIAL SECURITY CENTER  
Trends and Highlights  
JUNE 1974

1. The two-man Office of Security survey team (including one representative from the Special Security Center) has completed its survey of the Intelligence Community Staff. A survey report is in preparation.

2. Secretary services were provided in support of the 25 June 1974 Meeting of the Security Committee. Additional staff support related to the new DCID 1/11, Security Committee, was provided. The Committee's Report of Survey: The Dissemination and Handling of National Intelligence Estimates and Inputs to National Security Study Memoranda is still pending before USIB. All Members of the Board have approved the report except the Defense Intelligence Agency member, who is reported to disagree with some of the recommendations. Another matter pending before the Board of interest to the Special Security Center relates to two recommendations to obtain Presidential approval to declassify the "fact of" satellite reconnaissance--presently classified SECRET.

3. A major new development in the TKH civil applications program required considerable staff work by the Special Security Center. This related to an Office of Management and Budget initiative to require the Department of Interior to expand a pending unclassified study contract with the Earth Satellite Corporation related to EROS cost-benefits, to be reconciled with classified material available in TKH channels. There is Congressional interest in this subject of which the Director of Central Intelligence has been advised.

4. Compartmented intelligence security briefings and debriefings were conducted of three (3) CIA and thirty-one (31) non-CIA personnel. The non-CIA personnel included officials of the Departments of Agriculture, Justice, Treasury and Commerce, the Drug Enforcement, Federal Energy and Environmental Protection Agencies, Federal Reserve Board, White House, Office of Management and Budget, National Security Council, and [REDACTED]. Special instructions on the administrative security handling of compartmented intelligence materials were given to secretaries and administrative personnel employed at the National Security Council and [REDACTED]

25X1A

25X1A

SECRET

E2 IMPDET  
CL BY 063417

SECRET

5. Facilities at the following locations were accredited for receipt and storage of compartmented materials:

- (a) Old Executive Office Building, Washington, D.C.
- (b) American Embassy, Moscow, USSR (in conjunction with Presidential visit and arms limitation talks)
- (c) CINCPACFLEET, Makalapa, Hawaii
- (d) Department of Defense, Office of Intelligence Assessment, Pentagon Building
- (e) Offutt Air Force Base, Nebraska
- (f) Defense Intelligence Agency, Lynn Building, Rosslyn, Virginia
- 25X1A (g) [REDACTED]
- 25X1A (h) Hanscom Field, Bedford, Massachusetts
- (i) [REDACTED]
- (j) NORAD, Colorado Springs, Colorado
- (k) CINCUSNAVEUR, London, England
- (l) Federal Aviation Agency, Washington, D.C.
- (m) Atomic Energy Commission Nevada Test Site
- (n) JCS Joint Reconnaissance Center, Pentagon
- (o) Several CIA Facilities Abroad

6. Reviewed circumstances of news leak appearing in the 10 June 1974 edition of Newsweek Magazine.

7. Instituted new TKH codeword program to provide protection to sensitive satellite ephemeris data.

8. Arranged for daily codeword publication access by Congressman Nedzi.

9. Assisted the Operations Directorate in replying to supoenae from attorneys of John D. Ehrlichman regarding information concerning a New York Times article of 13 August 1971.

10. Took appropriate corrective action related to a compromise of project [REDACTED] information.

25X1A

11. Prepared security recommendations to the Deputy Director for Intelligence related to a proposal to provide TKH materials to officials of the [REDACTED]

25X1C

12. Reviewed a USA Corps of Engineers proposal related to use of TKH materials for domestic civil land use survey purposes.

25X1A

**SECRET**

reconcile past procedure--whereby DDO officials reviewed all such traffic prior to authorizing retransmittal--with the Director of Central Intelligence's recent policy related to privacy of communications.

14. A revised TKH Security Control Manual is still undergoing work by a COMIREX working group concerned with the decontrol of certain TKH material. A representative of the Special Security Center is participating in preparation of a draft of the new manual.

**SECRET**

PSI

DIRECTORATE

17 July 1974

MEMORANDUM FOR: Chief, Plans and Programs Branch

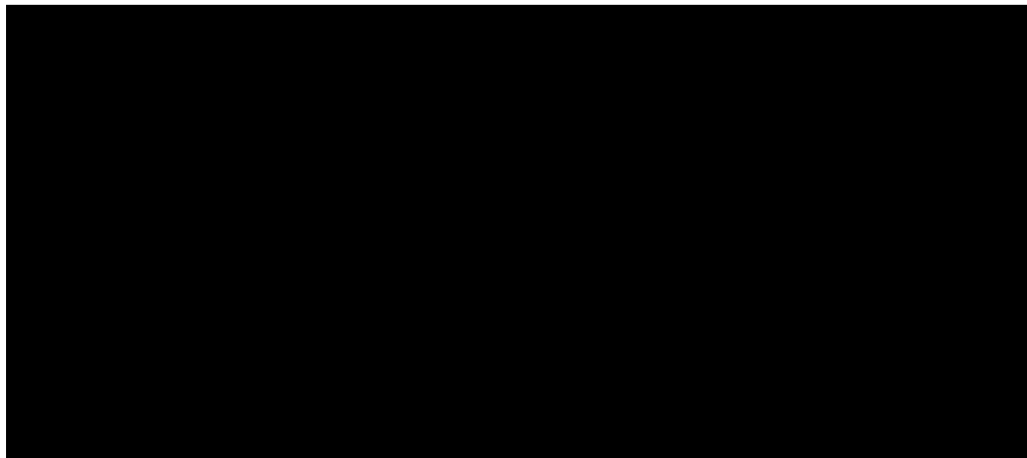
SUBJECT : Office of Security Monthly Report

1. Forwarded herewith are the statistics for the Personnel Security and Investigations Directorate (PSI) for the month of June 1974.

2. Clearance Division June 1974 statistics reveal a slight increase in total clearance and security action receipts, but a slight decrease in cases requiring field investigation. These changes were not great enough to indicate any significant trends at this time. Reinvestigation Program cases pending in the field increased from 377 at the end of May to 500 at the end of June 1974.

3. Operational Support highlights of the period included the following:

25X1A



b. The House Foreign Operations and Government Information Subcommittee of the Committee on Government Operations held hearings on polygraphy on 4 and 5 June. The Subcommittee had no serious criticisms of Agency procedures.


25X1A

c. A representative of [REDACTED] [REDACTED] conferred with polygraph and DDS&T spokesmen in initial planning of briefing for DDM&S and DDS&T management on computer assisted polygraphy. Preparations for such a briefing are under way.

25X1A

d. A total of 187 persons were processed through the External Activities Branch for appropriate briefings during the week of June 24-28. These included 60 travel briefings and the out-processing debriefings of 95 retirees, 28 resignees, and four persons in an LWOP status.

e. The summer employee individual interview program was completed on 27 June 1974. Although this program began in May, the bulk of the 235 employees were interviewed during June. Fifty-two employees furnished noteworthy personal information, basically dealing with minor experimental use of marijuana and foreign student contacts. The program has resulted in employees recontacting the interviewing officer further questions and minor problems. Generally, the employees accepted the initial interview in a fine manner and their response to issues covered indicated a high degree of intelligence, motivation and a respect for this Agency and its goals.

 [REDACTED]  
Deputy Director of Security (PSI)

25X1A

Monthly Activities of the PSI Directorate  
(June 1974)

Clearance Division Activity

Total Cases Received	2228
Total Field Cases Received	998
Total Cases Processed	2097
Total Field Cases Processed	920
Total Cases Pending	3431
Total Field Cases Pending	1877

Field Office Investigative Assignments

Total Received	1573
Total Completed	1425
Total Pending	2284

Security Support Activity

Operational Support

Total Headquarters and Field Office Manhours	2877
-------------------------------------------------	------

External Activity

Briefings, Correspondence, Functional Guidance and Outside Activity Total Actions	1317
-----------------------------------------------------------------------------------------	------

25X1A

Research

Overt	174	(110-fav; 51-note; 13-unfav; 0-incl)	
Covert	36		
Total			210

## ADMINISTRATIVE - INTERNAL USE ONLY

## CLEARANCE DIVISION

## Time Factors in Processing Overt &amp; Semi-Covert Cases

June 1974

1. PROCESSING TIME (For * <u>152</u> Regular Cases)				
Time required during month to process to Approval or Disapproval, "Applicant Type" cases received from Office of Personnel  (Average number of days):	DAYS IN INVESTIGATION	DAYS IN RESEARCH AND APPRAISAL		TOTAL DAYS
		SRD	CD	
	30	3	6	39

2. ANALYSIS OF PROCESSING TIME	CASES
a. Less than 30 days	30
b. 31 to 60 days	109
c. 61 to 90 days	13
d. 91 to 120 days	0
e. 121 to 150 days	0
f. over 150 days	0

3. CASES PENDING OVER 90 DAYS	STATUS	
Number of "Applicant Type" cases received from Office of Personnel and pending more than 90 days	Deferred	Regular
	17	1
	Total	18

\*This figure does not include 9 cases where clearances were granted without FURTHER OR IMMEDIATE INVESTIGATION which, if included, would give a grand total of 161 CASES.



PTOS

DIRECTORATE

PHYSICAL SECURITY DIVISION

Office of Security

Monthly Report June 1974

Monthly

Cumulative  
Total FY-74

1.

25X1A

2.

PhySD Monthly Report for June 1974 (Continued)

	<u>Monthly</u>	<u>Cumulative Total FY-74</u>
SECURITY VIOLATION PROGRAM		
Headquarters Investigations Completed	<u>52</u>	<u>797</u>
Overseas Violations Correlated	<u>22</u>	<u>282</u>
SECURITY SUPPORT ASSIGNMENTS FOR SENIOR AGENCY OFFICIALS (Capitol Hill Appearances, Escorts, etc.)		
	<u>0</u>	<u>34</u>

3. HEADQUARTERS ACTIVITIES

Security Duty Office		
Incidents Involving Written Reports	<u>85</u>	<u>860</u>
Security Assistance Cases	<u>2,005</u>	<u>18,564</u>
Security Inspections of Agency Facilities	<u>290</u>	<u>7,710</u>

## Security Services

Security Equipment Service Calls	<u>3,458</u>	<u>20,477</u>
Special Support Assignments	<u>109</u>	<u>1,271</u>
Escort Assignments	<u>584</u>	<u>7,337</u>
Armed Escort Assignments	<u>7</u>	<u>131</u>

4. SAFETY

Safety Inspections Completed	<u>1</u>	<u>14</u>
Headquarters Safety Support Actions	<u>25</u>	<u>382</u>
Accident Investigations and Reviews	<u>65</u>	<u>679</u>
Analytical and Statistical Reports Prepared	<u>0</u>	<u>13</u>

PhySD Monthly Report for June 1974 (Continued)

	<u>Monthly</u>	<u>Cumulative Total FY-74</u>
4. SAFETY (continued)		
After Hours Drills Accomplished	<u>1</u>	<u>5</u>
Fire Protection and Prevention		
Briefing and Training Sessions	<u>2</u>	<u>10</u>
Equipment Tests	<u>2</u>	<u>4</u>
Educational and Promotional Actions (Safety Literature Distributed)	<u>2,200</u>	<u>36,368</u>
5. <u>PHYSICAL SECURITY DIVISION TRAVEL</u>		
Man-days on Overseas TDY	<u>42</u>	<u>520.5</u>
Man-days on Domestic TDY	<u>30</u>	<u>210.5</u>
Total Man-days on	<u>72</u>	<u>731.0</u>
6. <u>PHYSICAL SECURITY DIVISION PERSONNEL IN TRAINING</u>		
Man-days in Internal Training	<u>64</u>	<u>1,023.5</u>
Man-days in External Training	<u>0</u>	<u>3</u>

25X1A

Approved For Release 2000/05/31 : CIA-RDP83B00823R000500080002-3

Approved For Release 2000/05/31 : CIA-RDP83B00823R000500080002-3

CONFIDENTIAL

	Monthly	Cumulative Total FY-74
<b>3. BRIEFING AND SERVICES</b>		
<u>Briefing Program</u>		
Briefing Conducted	13	140
Personnel Briefed	242	3,218
<u>Training</u>		
Personnel Trained in Security Equipment	7	128
<u>Procurement</u>		
Materiel Requisitions Initiated	*20	250
Dollar Value of Procurements Initiated	0	\$1,003,033.02
<b>4. ENGINEERING AND PLANNING</b>		
Liaison Meetings with Other Agencies	1	37
R&D Contracts Followed (ORD/OTS)	10	NA
Dollar Value of Contracts in R&D	\$764,000	NA
Technical Security Division Contracts Monitored	6	NA
Dollar Value of Technical Security Division Contracts	755,000	NA
Visits with Contractors	9	227
<b>5. INTERAGENCY TRAINING CENTER</b>		
Weeks of Regularly Scheduled Training	2	26.6
Number of Students	15	197
Weeks of Special Training	0	3.6
Number of Students	0	26
<b>6. TECHNICAL SECURITY DIVISION TRAVEL</b>		
Man Days on Overseas TDY	702	2,288
Man Days on Domestic TDY	28	248
Total Man Days on TDY	730	2,536
<b>7. TECHNICAL SECURITY DIVISION PERSONNEL IN TRAINING</b>		
Man Days in Internal Training	0	221
Man Days in External Training	0	0

\*These were "Shipping Purposes Only" requisitions and required no obligation of funds.